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UNITED STATES MISSION - BOGOTA

FSN VACANCY ANNOUNCEMENT

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FSN/DH Job Vacancy

July 28, 2003

OPEN TO: All Interested Candidates

POSITION: **PURCHASING AGENT (NMIL02)**

CLOSING DATE: **Wednesday, August 13, 2003**

WORK HOURS: Full time; 40 hours/week

SALARY: LCP/FSN-7 – Col. Ps. \$19,896,120.00

TO APPLY

If you meet all the requirements of the position, please submit a Foreign National Employment application form to the Human Resources Office by the closing date.

You may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page:

<http://usembassy.state.gov/colombia> under “La Embajada” -> “La Oficina de Recursos Humanos.”

SUBMIT APPLICATION TO:

American Embassy
Human Resource Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking individual for the position of Purchasing Agent in USMILGRP.

BASIC FUNCTION OF POSITION:

Under the direct supervision of the USMILGP FSN-9 Procurement Agent (Chief, Logistics Mission serves as Reviewing Officer), procures a wide variety of goods and services for the USMILGP and deploying units and personnel by contract or purchase order action, or by ordering from headquarters, GSA or from companies with established contracts exist.

MAJOR DUTIES AND RESPONSIBILITIES:

- Fills approved procurement request for products submitted by USMILGP missions to be ordered from US or other offshore source. Goods and services procured are often highly technical, such as replacement parts and equipment parts and components needed for maintenance of electronic and mechanical equipment. Determines type of action necessary (contract, purchase order, delivery order, BPA, purchase card), prepares or reviews specifications estimates shipping costs, identifies or confirms fiscal codes to be used. Requests bid by phone or fax. Prepares procurement file for each purchase. Submits action to Procurement Supervisor or Contracting Officer for review and approval. Track order until receipt.
- Prepares correspondences in English and/or Spanish to solicit bids, confirm quotes, track orders, manage contracts, check on deliveries, and convey other information in writing as required.
- Holds a U.S. Government Purchase Card (Visa). Maintains careful records of card use. Procures administrative supplies and equipment using GSA Advantage via the Internet. Reconciles billing statement monthly by matching up line items with procurement request and approved purchase orders.
- Maintains Procurement database using EXCEL, ACCESS, and other non-automated means. Prepares quarterly reports for USMILGP and higher headquarters as required. Keeps all records and files up-to-date to ensure accuracy. Also, maintains, develops and purges as needed all procurement files, as well as a comprehensive catalog and other resource

file on U.S. and other offshore suppliers. Use Internet frequently to review product availability, obtain price quoted and place orders when possible.

- Ensures that all procurement actions taken conform strictly to US Federal Government wide and State Department and Defense Department specific regulations as found in the Federal Acquisition Regulation (FAR), the Department of State Acquisitions Regulation (DOSAR), Department of Defense Acquisition Regulation (DFSAR), and other policy directives and guidelines provided by DOS and DOD and his/her supervisors. Identifies and attaches appropriate USG-required contract provisions to purchase orders requiring contractual provisions.
- Fill in as Procurement Supervisor during absences of incumbent.

MINIMUM QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

- a.) Education: Completion of secondary school is required.
- b.) Prior Work Experience: Three years of progressively responsible experience in procurement and related fields is required.
- c.) Post Entry Training: On the job training and training classes correspondence courses, as available.
- d.) Language Proficiency: Level III English and Level III Spanish ability (good working knowledge).
- e.) Knowledge: A good working knowledge of DOS and DOD procurement regulations, instructions and procedures, GSA Catalog, and of contracting procedures and practices. Must have good knowledge of local market practices and of the capability of local suppliers. Must understand local pricing customs and practice.
- f.) Skills and Abilities: Computer skills to include knowledge of Microsoft Windows NT, Word for Windows and Excel are required. Strong interpersonal skills needed to work with vendors, shippers and US-based personnel on procurement request.

DESIRED QUALIFICATIONS BUT NOT REQUIRED:

- a) Education: Some collegiate study would be helpful.
- b) Prior Work Experience: Minimum of two years should be in procurement work preferably in a U.S. Government agency.
- c) Skills and Abilities: Proficiency in typing highly desired.

ADDITIONAL SELECTION CRITERIA

Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE EMBASSY BY: 08/13/03

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MILGRP PURCHASING AGENT..DOC